



CITY OF SAN ANTONIO

P.O. Box 839966
San Antonio, Texas 78283-3966

AMENDMENT II

SUBJECT: REQUEST FOR QUALIFICATIONS "ACOUSTICAL TREATMENT CONSULTANT FOR RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM" DATED OCTOBER 27, 2014

DATE: November 25, 2014

***THIS NOTICE SHALL SERVE AS AMENDMENT NO. II
TO THE ABOVE REFERENCED REQUEST FOR QUALIFICATIONS (RFQ)***

A. THE ABOVE MENTIONED RFQ IS HEREBY AMENDED AS FOLLOWS:

1. *RFQ Table of Contents, delete in its entirety and replace with Table of Contents (Revised) which is attached.*

TABLE OF CONTENTS (Revised)

Section	Page Number
I. Background	3
II. Scope of Work	5
III. Schedule of Events	8
IV. Pre-Submittal Conference	8
V. Submittal Document Requirements	9
VI. Evaluation Criteria	11
VII. Submission Instructions	15
VIII. Amendments to RFQ	17
IX. Restrictions on Communication	17
X. Award of Contract & Reservation of Rights	18
XI. DBE Program Overview and Requirements	21
RFQ Required Forms, Instructions and Exhibits	
Submittal Cover/ Signature Page	Form #1
Submittal Checklist/ Table of Contents	Form #2
Litigation Disclosure Form	Form #3
DBE Good Faith Effort Plan for Federally Funded Contracts (DBE Form 1) Letter of Intent for Federally Funded Contracts (DBE Form 2)	Form #4
Contract Disclosure Form	Form #5
Staff Experience Matrix	Form #6
Residential Acoustical Treatment Program Policies & Procedures Manual	RFQ Exhibit A
Contract Insurance Requirements & Indemnification (Posted separately and incorporated by reference.)	RFQ Exhibit B
Evaluation Committee Members	RFQ Exhibit C

2. RFQ Section III – Schedule of Events, delete in its entirety and replace with:

The following is a tentative schedule for the solicitation and evaluation of this RFQ.

Pre-Submittal Conference	Monday, November 10, 2014 at 2:30 p.m.
Deadline for Submission of Written Questions	Thursday, November 20, 2014 at Noon
Responses Due	Tuesday, December 9, 2014 at 3:00 p.m.
<i>Interviews, if necessary and if invited*</i>	<i>Friday, January 30, 2015</i>
City Council Consideration	March 2015

*Respondents are encouraged to maintain availability for interviews during these days, should they be invited.

3. RFQ Section V – Submittal Document Requirements, Item 6, Contract Template and General Conditions, delete in its entirety and replace with:

6. Insurance Requirements & Indemnification (Index and label as **Tab “6”** and place in the two (2) Original Submittals.)

Respondent is to review the Contract **Insurance Requirements and Indemnification** (Exhibit “B”) on this RFQ and provide written comments and/or concerns regarding the insurance requirements and indemnification. If Respondent does not have any comments and/or concerns, Respondent must indicate this in this tab. If no objections are submitted by the Respondent, the City will presume that Respondent will sign the agreement with insurance Requirements and indemnification as presented, if an agreement is awarded.

Respondent is expected to examine this RFQ carefully, understand the terms and conditions for providing the services listed herein and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THE ABOVE-REFERENCED DOCUMENTS SHALL RESULT IN THE RESPONDENT’S SUBMITTAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

B. QUESTIONS RECEIVED BY CITY STAFF IN ACCORDANCE WITH RFQ SECTION IX ARE ANSWERED AS FOLLOWS:

QUESTION 1: Section V - Submittal Document Requirements, Item 10 - Statement of Qualifications, states narrative document for Evaluation Criteria A.1 and A.2 is limited to fifteen (15) pages not including forms and attachments. However, Evaluation Criteria A.1, is limited to two (2) pages, and Evaluation Criteria A.2 is limited to ten (10) pages.” Which is the correct page limit?

RESPONSE: *A total of 12 pages.*

QUESTION 2: Section VI – Evaluation Criteria, Project Sheets, Tab 10-5, states a maximum of 30 pages for this section. Is the Prime expected to list up to 3 relevant projects and each Sub-Consultant expected to list up to 3 relevant projects? Or is Prime expected to list up to 3 relevant projects in which both Prime and Sub-Consultant worked together?

RESPONSE: Respondent Team (including Prime Firm, Joint Venture Parties or Partners, Sub-Consultants) should identify up to three (3) relevant projects performed, preferably within an aviation or noise mitigation environment, over the past five (5) years. Projects identified do not have to show Prime and Sub-Consultant worked together on project. Each Project Sheet should be no more than (2) pages. If a firm does not have three (3) projects to report, the maximum of 30 pages for this section can be used to report projects performed by others on the team.

QUESTION 3: Section VI – Evaluation Criteria, Project Sheets, Tab 10-5, Item 5 (a), 5th Bullet states “List the name and role of key team members, including Respondent’s general contractor, who worked on the project.” Should we list the general contractors even if they were not part of our team?

RESPONSE: List the names of the general contractor that worked on the project as part of the design build format or conventional contracting.

QUESTION 4: When will the Contract Draft be posted on the website?

RESPONSE: RFQ Exhibit B – Contract Document Template will be posted in its entirety, however, the “Insurance and Indemnification Language” will be posted. Address any comments and/or concerns to the insurance and indemnification language under Tab 6 in proposal submission.

QUESTION 5: Is there a Not to Exceed dollar amount anticipated for this contract?

RESPONSE: This is a High Profile RFQ, indicating the total awarded contract value will be in excess of \$2 Million (\$2,000,000). Subsequent years will be contingent upon FAA program funding.

----- End of Addendum -----